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ABSTRACT

This State Education Agency (SEA) Self Analysis Instrument for ESEA Title I is one of the products developed and validated by the SEA (State Educational Agencies) Management of Compensatory Education, a multistate project funded through ESEA Title V-505. An additional product of the project was a SEA Process Model said to support the self-evaluation instrument by identifying the "key" processes or activities that must be accomplished, if improvement is desired as the result of self-analysis. Representatives from each State Educational Agency, their selected Local Education Agencies, the U. S. Office of Education, and the Communication Technology Corporation of Marlton, New Jersey formulated this instrument for self-analyzing the effectiveness of the administration of an ESEA Title I program in a State Education Agency. The instrument contains eight sections representing aspects of program administration: Organization, Program Design, Management, Evaluation, Dissemination, SEA/LEA Training, Technical Assistance, and Legislation. Each section contains a grouping of criterion statements that identify what was believed to be ideal administrative practices for the four recognized phases of Title I program administration: Pre-Application, Application Preparation, Application Review and Approval, and Program Operation. Sections on Dissemination, Training and Assistance contain criterion statements dealing specifically with whether bilingual/bicultural needs of populations served are being met in these areas. (Author/AM)

ED110557

SEA MANAGEMENT OF COMPENSATORY EDUCATION

Special Project Grant Under Section 505, Title V
of the Elementary and Secondary Education Act of 1965
P.L. 89-10 as Amended

STATE EDUCATION AGENCY

SELF ANALYSIS INSTRUMENT

FOR

ESEA TITLE I

U.S. DEPARTMENT OF HEALTH,
EDUCATION & WELFARE
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UD 015371

ORGANIZATION: _____

CONTACT PERSON: _____

TELEPHONE NO.: _____

DATE: _____

INTRODUCTION

SEA Management of Compensatory Education is a multi-state project funded through a grant under Section 505, Title V of the Elementary and Secondary Act of 1965, as amended. This grant, beginning in 1972 and spanning a three year period, enabled representatives from the states of Alabama, Arkansas, California, Colorado, Minnesota, New Jersey and North Carolina to cooperatively develop and validate the enclosed Self-Analysis Instrument.

Representatives from each State Education Agency, their selected Local Education Agencies, the U. S. Office of Education and the Communication Technology Corporation of Marlton, New Jersey formulated this instrument for self-analyzing the effectiveness of the administration of an ESEA Title I Program in a State Education Agency.

This instrument is comprised of a series of criterion statements that identify "ideal" (what should be) administrative practices for Title I. For purposes of organization and utility, criterion statements have been classified and presented in accordance with the following critical aspects of program administration:

1. Organization
2. Program Design
3. Management
4. Evaluation
5. Dissemination
6. SEA/LEA Training
7. Technical Assistance
8. Legislation

Each section contains a grouping of criterion statements regarding, where applicable, the four recognized phases of Title I Program admininstration, namely:

1. pre-application
2. application preparation
3. application review and approval
4. program operation

Three of the instrument sections contain criteria that specifically reference bilingual/bicultural awareness of the population being served. Their purpose is to determine if dissemination, training and technical assistance are provided in the language of the population served.

An additional product of this project is an SEA Process Model which serves as a supporting instrument to the Self-Analysis Instrument. The Process Model serves to identify the "key" processes or activities that must be accomplished if improvement is desired as a result of self-analysis. In addition to identification, it provides the opportunity to plan, assign responsibility and monitor the processes or activities associated with each criterion statement. (Detailed information regarding the Process Model and its use is presented as part of the Process Model.)

SPECIFIC INSTRUCTIONS FOR SELF-ANALYSIS INSTRUMENT COMPLETION

To maximize its effectiveness, it is recommended that all staff members associated with the administration of Title I activities have the opportunity to complete the instrument. Sufficient time and adequate meeting space should be reserved to permit staff members to discuss their individual ratings in order to reach a mutural concensus. Their consensus should be recorded on a single instrument thereby reflecting the agreed upon status of the agency in its ability to administer the ESEA Title I Program.

When rating each criterion statement, the following factors MUST be adhered to:

1. The rater should read an entire section for overall content and inclusiveness prior to rating each individual criterion contained therin.

2. All criteria must be rated based upon your knowledge of the administration of Title I during the most recently completed program year.

3. When rating criteria which contain both a primary and secondary rating scale, the rater should complete the secondary scale first.

4. Criterion rating should be in terms of "what existed" not "what ought to exist".

5. Participating staff members will encounter situations where they have "little" or "no" knowledge of a criterion referenced practice. This should be so noted in the comments column and a rating should not be given.

6. When a criterion statement begins with "The State Education Agency", it concerns the total agency of which Title I is a part.

7. When a criterion statement begins with "The SEA Title I Organization", it concerns only the Title I Organization within the agency.

RATING SCALE DEFINITIONS

The rating scale definitions can be found on the last page of this Self-Analysis Instrument. They have been located at the end for convenience of reference or removal when the self-analysis is being performed.

ORGANIZATION

CRITERIA/RATING	COMMENTS
1. The State Education Agency assesses organizational needs. MARK (✓) ONE OF THE FOLLOWING: ( ) EXEMPLARY (worthy of dissemination) ( ) MEETS NEEDS (little need for improvement) ( ) MEETS NEEDS (great need for improvement) ( ) FAILS TO MEET NEEDS ( ) DOES NOT EXIST (needed) ( ) NOT APPLICABLE	
2. The State Education Agency demonstrates commitment to its Title I Organization and its mission of stewardship and leadership by: **a. developing, publishing and disseminating a formal organization chart which includes operating and administrative relationships to other departments within the SEA as well as other Compensatory Education Programs;** MARK (✓) ONE OF THE FOLLOWING: ( ) EXEMPLARY (worthy of dissemination) ( ) MEETS NEEDS (little need for improvement) ( ) MEETS NEEDS (great need for improvement) ( ) FAILS TO MEET NEEDS ( ) DOES NOT EXIST (needed) ( ) NOT APPLICABLE **b. encouraging flexibility in the organization by developing, publishing and disseminating policies and procedures for special-purpose task forces;** MARK (✓) ONE OF THE FOLLOWING: ( ) EXEMPLARY (worthy of dissemination) ( ) MEETS NEEDS (little need for improvement) ( ) MEETS NEEDS (great need for improvement) ( ) FAILS TO MEET NEEDS ( ) DOES NOT EXIST (needed) ( ) NOT APPLICABLE **c. establishing a budget commensurate with the objectives to be achieved.** MARK (✓) ONE OF THE FOLLOWING: ( ) EXEMPLARY (worthy of dissemination) ( ) MEETS NEEDS (little need for improvement) ( ) MEETS NEEDS (great need for improvement) ( ) FAILS TO MEET NEEDS ( ) DOES NOT EXIST (needed) ( ) NOT APPLICABLE	
3. The State Education Agency establishes clearly stated organizational objectives for its Title I Organization. MARK (✓) ONE OF THE FOLLOWING: ( ) EXEMPLARY (worthy of dissemination) ( ) MEETS NEEDS (little need for improvement) ( ) MEETS NEEDS (great need for improvement) ( ) FAILS TO MEET NEEDS ( ) DOES NOT EXIST (needed) ( ) NOT APPLICABLE	
4. The State Education Agency approves the hiring of sufficient staff to meet the organizational objectives established for its Title I Organization. MARK (✓) ONE OF THE FOLLOWING: ( ) EXEMPLARY (worthy of dissemination) ( ) MEETS NEEDS (little need for improvement) ( ) MEETS NEEDS (great need for improvement) ( ) FAILS TO MEET NEEDS ( ) DOES NOT EXIST (needed) ( ) NOT APPLICABLE	

ORGANIZATION (cont'd.)

CRITERIA/RATING	COMMENTS
5. The State Education Agency provides facilities for the effective operation of its Title I Program staff. MARK (✓) ONE OF THE FOLLOWING: ( ) EXEMPLARY (worthy of dissemination) ( ) MEETS NEEDS (little need for improvement) ( ) MEETS NEEDS (great need for improvement) ( ) FAILS TO MEET NEEDS ( ) DOES NOT EXIST (needed) ( ) NOT APPLICABLE	
6. The State Education Agency has an inter-departmental staff assignment plan to support the activities of its Title I Organization. MARK (✓) ONE OF THE FOLLOWING: ( ) EXEMPLARY (worthy of dissemination) ( ) MEETS NEEDS (little need for improvement) ( ) MEETS NEEDS (great need for improvement) ( ) FAILS TO MEET NEEDS ( ) DOES NOT EXIST (needed) ( ) NOT APPLICABLE	
7. The SEA Title I Organization provides for meeting with statewide parent representatives to participate in planning for development, implementation and evaluation of Title I Programs. MARK (✓) ONE OF THE FOLLOWING: ( ) EXEMPLARY (worthy of dissemination) ( ) MEETS NEEDS (little need for improvement) ( ) MEETS NEEDS (great need for improvement) ( ) FAILS TO MEET NEEDS ( ) DOES NOT EXIST (needed) ( ) NOT APPLICABLE	
8. The SEA Title I Organization has current job descriptions for each staff position which are available upon request. MARK (✓) ONE OF THE FOLLOWING: ( ) EXEMPLARY (worthy of dissemination) ( ) MEETS NEEDS (little need for improvement) ( ) MEETS NEEDS (great need for improvement) ( ) FAILS TO MEET NEEDS ( ) DOES NOT EXIST (needed) ( ) NOT APPLICABLE	
9. The SEA Title I Organization has current specific qualifications required for each staff position. MARK (✓) ONE OF THE FOLLOWING: ( ) EXEMPLARY (worthy of dissemination) ( ) MEETS NEEDS (little need for improvement) ( ) MEETS NEEDS (great need for improvement) ( ) FAILS TO MEET NEEDS ( ) DOES NOT EXIST (needed) ( ) NOT APPLICABLE	
10. The SEA Title I Organization has current goals and objectives documented for each staff position. MARK (✓) ONE OF THE FOLLOWING: ( ) EXEMPLARY (worthy of dissemination) ( ) MEETS NEEDS (little need for improvement) ( ) MEETS NEEDS (great need for improvement) ( ) FAILS TO MEET NEEDS ( ) DOES NOT EXIST (needed) ( ) NOT APPLICABLE	

ORGANIZATION (cont'd.)

CRITERIA/RATING	COMMENTS

11. The SEA Title I Organization employs staff based on applicant competency without discrimination to race, color, creed, national origin and sex.

MARK (✓) ONE OF THE FOLLOWING:

( ) EXEMPLARY (worthy of dissemination)
( ) MEETS NEEDS (little need for improvement)
( ) MEETS NEEDS (great need for improvement)
( ) FAILS TO MEET NEEDS
( ) DOES NOT EXIST (needed)
( ) NOT APPLICABLE

12. The SEA Title I Organization has a staff assignment plan.

The staffing plan provides for (rate each item):

YES NEED FOR IMPROVEMENT LITTLE	YES NEED FOR IMPROVEMENT GREAT	NO DOES NOT EXIST	
( )	( )	( )	fiscal management - all areas
( )	( )	( )	sub-county allocations
( )	( )	( )	Title I district eligibility
( )	( )	( )	Title I school eligibility
( )	( )	( )	project school identification
( )	( )	( )	parental involvement
( )	( )	( )	non-public school participation
( )	( )	( )	comparability
( )	( )	( )	needs assessment
( )	( )	( )	Title I participant eligibility
( )	( )	( )	performance objectives
( )	( )	( )	evaluation
( )	( )	( )	interpretation of and compliance with regulations and guidelines
( )	( )	( )	program management/administration
( )	( )	( )	property management
( )	( )	( )	Title I staff development (SEA/LEA)
( )	( )	( )	technical assistance
( )	( )	( )	application development (content/format)
( )	( )	( )	local neglected and delinquent
( )	( )	( )	resource identification/coordination/utilization
( )	( )	( )	LEA on-site visits/monitoring
( )	( )	( )	attendance at Federal/State/LEA conferences
( )	( )	( )	implementing Workshops/Conferences (SEA and LEA level)
( )	( )	( )	reviewing, approving, processing applications
( )	( )	( )	dissemination

MARK (✓) ONE OF THE FOLLOWING:

( ) EXEMPLARY (worthy of dissemination)
( ) MEETS NEEDS (little need for improvement)
( ) MEETS NEEDS (great need for improvement)
( ) FAILS TO MEET NEEDS
( ) DOES NOT EXIST (needed)
( ) NOT APPLICABLE

13. The SEA Title I Organization has policies and procedures for evaluating each staff person.

MARK (✓) ONE OF THE FOLLOWING:

( ) EXEMPLARY (worthy of dissemination)
( ) MEETS NEEDS (little need for improvement)
( ) MEETS NEEDS (great need for improvement)
( ) FAILS TO MEET NEEDS
( ) DOES NOT EXIST (needed)
( ) NOT APPLICABLE

PROGRAM DESIGN

CRITERIA/RATING	COMMENTS

1. State Education Agency Compensatory Education Program goals are coordinated with but not limited by statewide educational goals and priorities for purposes of Title I program design criteria.

MARK (✓) ONE OF THE FOLLOWING:

( ) EXEMPLARY (worthy of dissemination)
( ) MEETS NEEDS (little need for improvement)
( ) MEETS NEEDS (great need for improvement)
( ) FAILS TO MEET NEEDS
( ) DOES NOT EXIST (needed)
( ) NOT APPLICABLE

2. The SEA Title I Organization with cooperation of LEAs develops procedures and guidelines for statewide Title I program design.

The cooperative development exists in (rate each item):

YES — NEED FOR IMPROVEMENT: LITTLE	YES — NEED FOR IMPROVEMENT: GREAT	NO — DOES NOT EXIST	
( )	( )	( )	budget
( )	( )	( )	resource identification/coordination/utilization
( )	( )	( )	interpretation of and compliance with regulations and guidelines
( )	( )	( )	parental involvement
( )	( )	( )	needs assessment
( )	( )	( )	program participants
( )	( )	( )	non-public school participation
( )	( )	( )	performance objectives
( )	( )	( )	evaluation design
( )	( )	( )	dissemination design
( )	( )	( )	program management/administration

MARK (✓) ONE OF THE FOLLOWING:

( ) EXEMPLARY (worthy of dissemination)
( ) MEETS NEEDS (little need for improvement)
( ) MEETS NEEDS (great need for improvement)
( ) FAILS TO MEET NEEDS
( ) DOES NOT EXIST (needed)
( ) NOT APPLICABLE

3. The SEA Title I Organization develops the application format and content that complies with Federal/ State regulations and guidelines including instructions for application completion.

MARK (✓) ONE OF THE FOLLOWING:

( ) EXEMPLARY (worthy of dissemination)
( ) MEETS NEEDS (little need for improvement)
( ) MEETS NEEDS (great need for improvement)
( ) FAILS TO MEET NEEDS
( ) DOES NOT EXIST (needed)
( ) NOT APPLICABLE

PROGRAM DESIGN (cont'd.)

CRITERIA/RATING	COMMENTS

4. The SEA Title I Organization has policies, procedures and schedules for the submission, review and approval of applications.

MARK (✓) ONE OF THE FOLLOWING:

( ) EXEMPLARY (worthy of dissemination)
( ) MEETS NEEDS (little need for improvement)
( ) MEETS NEEDS (great need for improvement)
( ) FAILS TO MEET NEEDS
( ) DOES NOT EXIST (needed)
( ) NOT APPLICABLE

5. The SEA Title I Organization has a project review check list for processing and approving applications.

MARK (✓) ONE OF THE FOLLOWING:

( ) EXEMPLARY (worthy of dissemination)
( ) MEETS NEEDS (little need for improvement)
( ) MEETS NEEDS (great need for improvement)
( ) FAILS TO MEET NEEDS
( ) DOES NOT EXIST (needed)
( ) NOT APPLICABLE

6. The SEA Title I Organization has a manual of approvability criteria based on Federal/State regulations and guidelines.

The manual includes (rate each item):

YES NEED FOR IMPROVEMENT LITTLE	YES NEED FOR IMPROVEMENT GREAT	NO DOES NOT EXIST	
( )	( )	( )	program budget
( )	( )	( )	district eligibility
( )	( )	( )	school eligibility
( )	( )	( )	comparability
( )	( )	( )	non-public school participation
( )	( )	( )	local neglected and delinquent
( )	( )	( )	resource identification/coordination/utilization
( )	( )	( )	parental involvement
( )	( )	( )	needs assessment
( )	( )	( )	participant eligibility
( )	( )	( )	performance objectives
( )	( )	( )	program scope, size, quality
( )	( )	( )	evaluation design
( )	( )	( )	dissemination design
( )	( )	( )	cooperative projects
( )	( )	( )	program management/administration
( )	( )	( )	joint training of professionals and para-professionals

MARK (✓) ONE OF THE FOLLOWING:

( ) EXEMPLARY (worthy of dissemination)
( ) MEETS NEEDS (little need for improvement)
( ) MEETS NEEDS (great need for improvement)
( ) FAILS TO MEET NEEDS
( ) DOES NOT EXIST (needed)
( ) NOT APPLICABLE

MANAGEMENT

CRITERIA/RATING	COMMENTS

1. The SEA Title I Organization has a management information and reporting system.

The management information and reporting system provides for (rate each item):

YES NEED FOR IMPROVEMENT LITTLE	YES NEED FOR IMPROVEMENT GREAT	NO DOES NOT EXIST	
( )	( )	( )	establishing and maintaining Title I Organization/LEA communication channels
( )	( )	( )	permitting timely LEA allocation notification procedures
( )	( )	( )	permitting timely notification of project approval
( )	( )	( )	permitting timely response to Federal information requirements
( )	( )	( )	fiscal management - all areas
( )	( )	( )	Title I district eligibility
( )	( )	( )	Title I school eligibility
( )	( )	( )	project school identification
( )	( )	( )	comparability
( )	( )	( )	resource identification/coordination/utilization
( )	( )	( )	non-public school participation
( )	( )	( )	local neglected and delinquent
( )	( )	( )	parental involvement
( )	( )	( )	needs assessment
( )	( )	( )	Title I participant eligibility
( )	( )	( )	performance objectives
( )	( )	( )	compliance with regulations and guidelines
( )	( )	( )	evaluation
( )	( )	( )	program management/administration
( )	( )	( )	dissemination

MARK (✓) ONE OF THE FOLLOWING:

( ) EXEMPLARY (worthy of dissemination)
( ) MEETS NEEDS (little need for improvement)
( ) MEETS NEEDS (great need for improvement)
( ) FAILS TO MEET NEEDS
( ) DOES NOT EXIST (needed)
( ) NOT APPLICABLE

2. The SEA Title I Organization assesses Federal/State statistical reporting requirements.

MARK (✓) ONE OF THE FOLLOWING:

( ) EXEMPLARY (worthy of dissemination)
( ) MEETS NEEDS (little need for improvement)
( ) MEETS NEEDS (great need for improvement)
( ) FAILS TO MEET NEEDS
( ) DOES NOT EXIST (needed)
( ) NOT APPLICABLE

3. The SEA Title I Organization has standardized LEA statistical reporting forms.

MARK (✓) ONE OF THE FOLLOWING:

( ) EXEMPLARY (worthy of dissemination)
( ) MEETS NEEDS (little need for improvement)
( ) MEETS NEEDS (great need for improvement)
( ) FAILS TO MEET NEEDS
( ) DOES NOT EXIST (needed)
( ) NOT APPLICABLE

MANAGEMENT (cont'd.)

CRITERIA/RATING	COMMENTS

4. The SEA Title I Organization has financial management procedures and guidelines for LEAs.

MARK (✓) ONE OF THE FOLLOWING:

( ) EXEMPLARY (worthy of dissemination)
( ) MEETS NEEDS (little need for improvement)
( ) MEETS NEEDS (great need for improvement)
( ) FAILS TO MEET NEEDS
( ) DOES NOT EXIST (needed)
( ) NOT APPLICABLE

5. The SEA Title I Organization has policies and objectives for on-site visits to LEAs.

MARK (✓) ONE OF THE FOLLOWING:

( ) EXEMPLARY (worthy of dissemination)
( ) MEETS NEEDS (little need for improvement)
( ) MEETS NEEDS (great need for improvement)
( ) FAILS TO MEET NEEDS
( ) DOES NOT EXIST (needed)
( ) NOT APPLICABLE

6. The SEA Title I Organization has procedures for monitoring LEA Title I programs.

The monitoring procedures include (rate each item):

YES NEED FOR IMPROVEMENT LITTLE	YES NEED FOR IMPROVEMENT GREAT	NO DOES NOT EXIST	
( )	( )	( )	program budget
( )	( )	( )	district eligibility
( )	( )	( )	school eligibility
( )	( )	( )	comparability
( )	( )	( )	non-public school participation
( )	( )	( )	local neglected and delirquent
( )	( )	( )	resource identification/coordination/utilization
( )	( )	( )	parental involvement
( )	( )	( )	needs assessment
( )	( )	( )	participant eligibility
( )	( )	( )	performance objectives
( )	( )	( )	program scope, size, quality
( )	( )	( )	evaluation
( )	( )	( )	dissemination
( )	( )	( )	program management/administration

MARK (✓) ONE OF THE FOLLOWING:

( ) EXEMPLARY (worthy of dissemination)
( ) MEETS NEEDS (little need for improvement)
( ) MEETS NEEDS (great need for improvement)
( ) FAILS TO MEET NEEDS
( ) DOES NOT EXIST (needed)
( ) NOT APPLICABLE

7. The SEA Title I Organization has an LEA Title I monitoring visit check list for its staff.

MARK (✓) ONE OF THE FOLLOWING:

( ) EXEMPLARY (worthy of dissemination)
( ) MEETS NEEDS (little need for improvement)
( ) MEETS NEEDS (great need for improvement)
( ) FAILS TO MEET NEEDS
( ) DOES NOT EXIST (needed)
( ) NOT APPLICABLE

MANAGEMENT (cont'd.)

CRITERIA/RATING	COMMENTS
8. The SEA Title I Organization has an LEA pre monitoring visit analysis instrument for LEA use. MARK (✓) ONE OF THE FOLLOWING: ( ) EXEMPLARY (worthy of dissemination) ( ) FAILS TO MEET NEEDS ( ) MEETS NEEDS (little need for improvement) ( ) DOES NOT EXIST (needed) ( ) MEETS NEEDS (great need for improvement) ( ) NOT APPLICABLE	
9. The SEA Title I Organization has a schedule of monitoring visits to LEAs. MARK (✓) ONE OF THE FOLLOWING: ( ) EXEMPLARY (worthy of dissemination) ( ) FAILS TO MEET NEEDS ( ) MEETS NEEDS (little need for improvement) ( ) DOES NOT EXIST (needed) ( ) MEETS NEEDS (great need for improvement) ( ) NOT APPLICABLE	
10. The SEA Title I Organization has minimal guidelines including State Education Agency specifications for LEAs to use in contracting for professional services. MARK (✓) ONE OF THE FOLLOWING: ( ) EXEMPLARY (worthy of dissemination) ( ) FAILS TO MEET NEEDS ( ) MEETS NEEDS (little need for improvement) ( ) DOES NOT EXIST (needed) ( ) MEETS NEEDS (great need for improvement) ( ) NOT APPLICABLE	
11. The SEA Title I Organization has procedures and guidelines to respond to complaints. **The procedures and guidelines address complaints from (rate each item):** YES — NEED FOR IMPROVEMENT: LITTLE / GREAT; NO — DOES NOT EXIST ( ) ( ) ( ) LEA personnel ( ) ( ) ( ) non-public schools ( ) ( ) ( ) Title I parent councils ( ) ( ) ( ) parents ( ) ( ) ( ) non-parents ( ) ( ) ( ) community groups ( ) ( ) ( ) pupils MARK (✓) ONE OF THE FOLLOWING: ( ) EXEMPLARY (worthy of dissemination) ( ) FAILS TO MEET NEEDS ( ) MEETS NEEDS (little need for improvement) ( ) DOES NOT EXIST (needed) ( ) MEETS NEEDS (great need for improvement) ( ) NOT APPLICABLE	

EVALUATION

CRITERIA/RATING	COMMENTS
1. The State Education Agency assesses its total evaluation needs. MARK (✓) ONE OF THE FOLLOWING: ( ) EXEMPLARY (worthy of dissemination) ( ) MEETS NEEDS (little need for improvement) ( ) MEETS NEEDS (great need for improvement) ( ) FAILS TO MEET NEEDS ( ) DOES NOT EXIST (needed) ( ) NOT APPLICABLE	
2. The State Education Agency prepares a philosophy statement of scope, intent and direction of its total evaluation objectives. MARK (✓) ONE OF THE FOLLOWING: ( ) EXEMPLARY (worthy of dissemination) ( ) MEETS NEEDS (little need for improvement) ( ) MEETS NEEDS (great need for improvement) ( ) FAILS TO MEET NEEDS ( ) DOES NOT EXIST (needed) ( ) NOT APPLICABLE	
3. The State Education Agency interprets U. S. Office of Education evaluation requirements. MARK (✓) ONE OF THE FOLLOWING: ( ) EXEMPLARY (worthy of dissemination) ( ) MEETS NEEDS (little need for improvement) ( ) MEETS NEEDS (great need for improvement) ( ) FAILS TO MEET NEEDS ( ) DOES NOT EXIST (needed) ( ) NOT APPLICABLE	
4. The State Education Agency has a statewide evaluation plan. MARK (✓) ONE OF THE FOLLOWING: ( ) EXEMPLARY (worthy of dissemination) ( ) MEETS NEEDS (little need for improvement) ( ) MEETS NEEDS (great need for improvement) ( ) FAILS TO MEET NEEDS ( ) DOES NOT EXIST (needed) ( ) NOT APPLICABLE	
5. The State Education Agency with cooperation of LEAs develops a standard process for evaluation of Compensatory Education Programs to reflect LEA Program achievements to indicate progress in attaining statewide Compensatory Education goals and objectives. MARK (✓) ONE OF THE FOLLOWING: ( ) EXEMPLARY (worthy of dissemination) ( ) MEETS NEEDS (little need for improvement) ( ) MEETS NEEDS (great need for improvement) ( ) FAILS TO MEET NEEDS ( ) DOES NOT EXIST (needed) ( ) NOT APPLICABLE	
6. The SEA Title I Organization has a statewide Title I evaluation plan in accordance with Federal Title I requirements. MARK (✓) ONE OF THE FOLLOWING: ( ) EXEMPLARY (worthy of dissemination) ( ) MEETS NEEDS (little need for improvement) ( ) MEETS NEEDS (great need for improvement) ( ) FAILS TO MEET NEEDS ( ) DOES NOT EXIST (needed) ( ) NOT APPLICABLE	

EVALUATION (cont'd.)

CRITERIA/RATING	COMMENTS
7. The SEA Title I Organization's evaluation plan contains a formal schedule of evaluation activities. MARK (✓) ONE OF THE FOLLOWING: ( ) EXEMPLARY (worthy of dissemination) ( ) MEETS NEEDS (little need for improvement) ( ) MEETS NEEDS (great need for improvement) ( ) FAILS TO MEET NEEDS ( ) DOES NOT EXIST (needed) ( ) NOT APPLICABLE	
8. The SEA Title I Organization has procedures (including instruments) for evaluating the effectiveness of its workshops/conferences. MARK (✓) ONE OF THE FOLLOWING: ( ) EXEMPLARY (worthy of dissemination) ( ) MEETS NEEDS (little need for improvement) ( ) MEETS NEEDS (great need for improvement) ( ) FAILS TO MEET NEEDS ( ) DOES NOT EXIST (needed) ( ) NOT APPLICABLE	
9. The SEA Title I Organization has procedures (including instruments) for evaluating its activities in monitoring LEA programs. MARK (✓) ONE OF THE FOLLOWING: ( ) EXEMPLARY (worthy of dissemination) ( ) MEETS NEEDS (little need for improvement) ( ) MEETS NEEDS (great need for improvement) ( ) FAILS TO MEET NEEDS ( ) DOES NOT EXIST (needed) ( ) NOT APPLICABLE	
10. The SEA Title I Organization has procedures (including instruments) for evaluating its activities during LEA on-site visits. MARK (✓) ONE OF THE FOLLOWING: ( ) EXEMPLARY (worthy of dissemination) ( ) MEETS NEEDS (little need for improvement) ( ) MEETS NEEDS (great need for improvement) ( ) FAILS TO MEET NEEDS ( ) DOES NOT EXIST (needed) ( ) NOT APPLICABLE	
11. The SEA Title I Organization has procedures (including instruments) for evaluating its activities in providing technical assistance to LEAs. MARK (✓) ONE OF THE FOLLOWING: ( ) EXEMPLARY (worthy of dissemination) ( ) MEETS NEEDS (little need for improvement) ( ) MEETS NEEDS (great need for improvement) ( ) FAILS TO MEET NEEDS ( ) DOES NOT EXIST (needed) ( ) NOT APPLICABLE	
12. The SEA Title I Organization has procedures (including instruments) for identifying and evaluating programs which may be exemplary. MARK (✓) ONE OF THE FOLLOWING: ( ) EXEMPLARY (worthy of dissemination) ( ) MEETS NEEDS (little need for improvement) ( ) MEETS NEEDS (great need for improvement) ( ) FAILS TO MEET NEEDS ( ) DOES NOT EXIST (needed) ( ) NOT APPLICABLE	

DISSEMINATION

CRITERIA/RATING	COMMENTS
1. The SEA Title I Organization assesses its Title I dissemination needs in; **a. ENGLISH** MARK (✓) ONE OF THE FOLLOWING: ( ) EXEMPLARY (worthy of dissemination) ( ) FAILS TO MEET NEEDS ( ) MEETS NEEDS (little need for improvement) ( ) DOES NOT EXIST (needed) ( ) MEETS NEEDS (great need for improvement) ( ) NOT APPLICABLE **b. OTHER LANGUAGES (e.g. Spanish, American Indian, Chinese, etc.)** MARK (✓) ONE OF THE FOLLOWING: ( ) EXEMPLARY (worthy of dissemination) ( ) FAILS TO MEET NEEDS ( ) MEETS NEEDS (little need for improvement) ( ) DOES NOT EXIST (needed) ( ) MEETS NEEDS (great need for improvement) ( ) NOT APPLICABLE	
2. The SEA Title I Organization has policies, guidelines, procedures and plans for internal dissemination in; **a. ENGLISH** MARK (✓) ONE OF THE FOLLOWING: ( ) EXEMPLARY (worthy of dissemination) ( ) FAILS TO MEET NEEDS ( ) MEETS NEEDS (little need for improvement) ( ) DOES NOT EXIST (needed) ( ) MEETS NEEDS (great need for improvement) ( ) NOT APPLICABLE **b. OTHER LANGUAGES (e.g. Spanish, American Indian, Chinese, etc.)** MARK (✓) ONE OF THE FOLLOWING: ( ) EXEMPLARY (worthy of dissemination) ( ) FAILS TO MEET NEEDS ( ) MEETS NEEDS (little need for improvement) ( ) DOES NOT EXIST (needed) ( ) MEETS NEEDS (great need for improvement) ( ) NOT APPLICABLE	
3. The SEA Title I Organization has policies, guidelines, procedures and plans for external dissemination in; **a. ENGLISH** MARK (✓) ONE OF THE FOLLOWING: ( ) EXEMPLARY (worthy of dissemination) ( ) FAILS TO MEET NEEDS ( ) MEETS NEEDS (little need for improvement) ( ) DOES NOT EXIST (needed) ( ) MEETS NEEDS (great need for improvement) ( ) NOT APPLICABLE **b. OTHER LANGUAGES (e.g. Spanish, American Indian, Chinese, etc.)** MARK (✓) ONE OF THE FOLLOWING: ( ) EXEMPLARY (worthy of dissemination) ( ) FAILS TO MEET NEEDS ( ) MEETS NEEDS (little need for improvement) ( ) DOES NOT EXIST (needed) ( ) MEETS NEEDS (great need for improvement) ( ) NOT APPLICABLE	

DISSEMINATION (cont'd.)

CRITERIA/RATING	COMMENTS
4. The SEA Title I Organization coordinates the Title I dissemination plan with the State plan for dissemination. MARK (✓) ONE OF THE FOLLOWING: ( ) EXEMPLARY (worthy of dissemination) ( ) MEETS NEEDS (little need for improvement) ( ) MEETS NEEDS (great need for improvement) ( ) FAILS TO MEET NEEDS ( ) DOES NOT EXIST (needed) ( ) NOT APPLICABLE	
5. The SEA Title I Organization's dissemination plan contains a formal schedule of dissemination activities. MARK (✓) ONE OF THE FOLLOWING: ( ) EXEMPLARY (worthy of dissemination) ( ) MEETS NEEDS (little need for improvement) ( ) MEETS NEEDS (great need for improvement) ( ) FAILS TO MEET NEEDS ( ) DOES NOT EXIST (needed) ( ) NOT APPLICABLE	
6. The SEA Title I Organization has guidelines for LEA Title I dissemination requirements and disseminates that information on a timely basis. MARK (✓) ONE OF THE FOLLOWING: ( ) EXEMPLARY (worthy of dissemination) ( ) MEETS NEEDS (little need for improvement) ( ) MEETS NEEDS (great need for improvement) ( ) FAILS TO MEET NEEDS ( ) DOES NOT EXIST (needed) ( ) NOT APPLICABLE	
7. The SEA Title I Organization has timely dissemination of Federal/State legislative requirements, guidelines, regulations and information to the LEAs and other interested publics such as non-public school administrators, parents, etc. MARK (✓) ONE OF THE FOLLOWING: ( ) EXEMPLARY (worthy of dissemination) ( ) MEETS NEEDS (little need for improvement) ( ) MEETS NEEDS (great need for improvement) ( ) FAILS TO MEET NEEDS ( ) DOES NOT EXIST (needed) ( ) NOT APPLICABLE	
8. The SEA Title I Organization distributes a manual of approvability criteria to the LEAs. MARK (✓) ONE OF THE FOLLOWING: ( ) EXEMPLARY (worthy of dissemination) ( ) MEETS NEEDS (little need for improvement) ( ) MEETS NEEDS (great need for improvement) ( ) FAILS TO MEET NEEDS ( ) DOES NOT EXIST (needed) ( ) NOT APPLICABLE	

DISSEMINATION (cont'd.)

CRITERIA/RATING	COMMENTS
9. The SEA Title I Organization disseminates (prior to the on-site visit) its on-site visit policies, procedures and related forms. MARK (✓) ONE OF THE FOLLOWING: ( ) EXEMPLARY (worthy of dissemination) ( ) MEETS NEEDS (little need for improvement) ( ) MEETS NEEDS (great need for improvement) ( ) FAILS TO MEET NEEDS ( ) DOES NOT EXIST (needed) ( ) NOT APPLICABLE	
10. The SEA Title I Organization disseminates required management information and reporting forms to LEAs. MARK (✓) ONE OF THE FOLLOWING: ( ) EXEMPLARY (worthy of dissemination) ( ) MEETS NEEDS (little need for improvement) ( ) MEETS NEEDS (great need for improvement) ( ) FAILS TO MEET NEEDS ( ) DOES NOT EXIST (needed) ( ) NOT APPLICABLE	
11. The SEA Title I Organization disseminates evaluation information to LEAs concerning findings, recommendations, conclusions, etc. MARK (✓) ONE OF THE FOLLOWING: ( ) EXEMPLARY (worthy of dissemination) ( ) MEETS NEEDS (little need for improvement) ( ) MEETS NEEDS (great need for improvement) ( ) FAILS TO MEET NEEDS ( ) DOES NOT EXIST (needed) ( ) NOT APPLICABLE	
12. The SEA Title I Organization shares its dissemination efforts and results with the U. S. Office of Education, the LEAs and other State Education Agencies. MARK (✓) ONE OF THE FOLLOWING: ( ) EXEMPLARY (worthy of dissemination) ( ) MEETS NEEDS (little need for improvement) ( ) MEETS NEEDS (great need for improvement) ( ) FAILS TO MEET NEEDS ( ) DOES NOT EXIST (needed) ( ) NOT APPLICABLE	
13. The SEA Title I Organization has guidelines and procedures for inter-project visits between LEAs for the purpose of program improvement. MARK (✓) ONE OF THE FOLLOWING: ( ) EXEMPLARY (worthy of dissemination) ( ) MEETS NEEDS (little need for improvement) ( ) MEETS NEEDS (great need for improvement) ( ) FAILS TO MEET NEEDS ( ) DOES NOT EXIST (needed) ( ) NOT APPLICABLE 17	

SEA/LEA TRAINING

CRITERIA/RATING	COMMENTS

1. The SEA Title I Organization periodically assesses its training needs.

MARK (✓) ONE OF THE FOLLOWING:

( ) EXEMPLARY (worthy of dissemination)
( ) MEETS NEEDS (little need for improvement)
( ) MEETS NEEDS (great need for improvement)
( ) FAILS TO MEET NEEDS
( ) DOES NOT EXIST (needed)
( ) NOT APPLICABLE

2. The SEA Title I Organization provides materials for training its staff.

The staff training materials include (rate each item):

YES NEED FOR IMPROVEMENT LITTLE	YES NEED FOR IMPROVEMENT GREAT	NO DOES NOT EXIST	
( )	( )	( )	organization of SEA/Title I
( )	( )	( )	organizational goals and objectives
( )	( )	( )	Federal/State legislative requirements and information
( )	( )	( )	resource identification/coordination/utilization
( )	( )	( )	cultural and language awareness for populations served
( )	( )	( )	financial areas
( )	( )	( )	performance objectives
( )	( )	( )	evaluation (all areas)
( )	( )	( )	dissemination (all areas)
( )	( )	( )	application/instructions content requirements
( )	( )	( )	on-going Title I staff development program
( )	( )	( )	selection of target areas
( )	( )	( )	comparability requirements
( )	( )	( )	parental involvement
( )	( )	( )	LEA needs assessment
( )	( )	( )	non-public school participation
( )	( )	( )	local neglected and delinquent
( )	( )	( )	LEA on-site visits
( )	( )	( )	statistical reporting
( )	( )	( )	implementing Workshops/Conferences
( )	( )	( )	application review and approval process

MARK (✓) ONE OF THE FOLLOWING:

( ) EXEMPLARY (worthy of dissemination)
( ) MEETS NEEDS (little need for improvement)
( ) MEETS NEEDS (great need for improvement)
( ) FAILS TO MEET NEEDS
( ) DOES NOT EXIST (needed)
( ) NOT APPLICABLE

SEA/LEA TRAINING (cont'd.)

CRITERIA/RATING	COMMENTS

3. The SEA Title I Organization provides materials for training LEA staff.

The staff training materials include (rate each item):

YES NEED FOR IMPROVEMENT LITTLE	YES NEED FOR IMPROVEMENT GREAT	NO DOES NOT EXIST	
( )	( )	( )	compliance with regulations and guidelines
( )	( )	( )	cultural and language awareness of the population served
( )	( )	( )	resource identification/utilization/coordination
( )	( )	( )	application/instructions content requirements
( )	( )	( )	Title I district eligibility
( )	( )	( )	Title I school eligibility
( )	( )	( )	project school identification
( )	( )	( )	parental involvement
( )	( )	( )	non-public school participation
( )	( )	( )	local neglected and delinquent
( )	( )	( )	comparability
( )	( )	( )	needs assessment
( )	( )	( )	Title I participant eligibility
( )	( )	( )	designing programs
( )	( )	( )	performance objectives
( )	( )	( )	evaluation
( )	( )	( )	fiscal areas
( )	( )	( )	program management/administration
( )	( )	( )	dissemination

MARK (✓) ONE OF THE FOLLOWING:

( ) EXEMPLARY (worthy of dissemination)
( ) MEETS NEEDS (little need for improvement)
( ) MEETS NEEDS (great need for improvement)
( ) FAILS TO MEET NEEDS
( ) DOES NOT EXIST (needed)
( ) NOT APPLICABLE

4. The SEA Title I Organization has Workshop or Conference policies, procedures and objectives.

MARK (✓) ONE OF THE FOLLOWING:

( ) EXEMPLARY (worthy of dissemination)
( ) MEETS NEEDS (little need for improvement)
( ) MEETS NEEDS (great need for improvement)
( ) FAILS TO MEET NEEDS
( ) DOES NOT EXIST (needed)
( ) NOT APPLICABLE

5. The SEA Title I Organization provides Workshops or Conferences and is responsible for scheduling and logistical arrangements.

MARK (✓) ONE OF THE FOLLOWING:

( ) EXEMPLARY (worthy of dissemination)
( ) MEETS NEEDS (little need for improvement)
( ) MEETS NEEDS (great need for improvement)
( ) FAILS TO MEET NEEDS
( ) DOES NOT EXIST (needed)
( ) NOT APPLICABLE

TECHNICAL ASSISTANCE

CRITERIA/RATING	COMMENTS
1. The SEA Title I Organization has a process for obtaining U. S. Office of Education technical assistance. MARK (✓) ONE OF THE FOLLOWING: ( ) EXEMPLARY (worthy of dissemination) ( ) MEETS NEEDS (little need for improvement) ( ) MEETS NEEDS (great need for improvement) ( ) FAILS TO MEET NEEDS ( ) DOES NOT EXIST (needed) ( ) NOT APPLICABLE	
2. The SEA Title I Organization reviews its draft application form and instructions with the U. S. Office of Education for compliance. MARK (✓) ONE OF THE FOLLOWING: ( ) EXEMPLARY (worthy of dissemination) ( ) MEETS NEEDS (little need for improvement) ( ) MEETS NEEDS (great need for improvement) ( ) FAILS TO MEET NEEDS ( ) DOES NOT EXIST (needed) ( ) NOT APPLICABLE	
3. The SEA Title I Organization has procedures to respond to requests for technical assistance from LEAs. MARK (✓) ONE OF THE FOLLOWING: ( ) EXEMPLARY (worthy of dissemination) ( ) MEETS NEEDS (little need for improvement) ( ) MEETS NEEDS (great need for improvement) ( ) FAILS TO MEET NEEDS ( ) DOES NOT EXIST (needed) ( ) NOT APPLICABLE	
4. The SEA Title I Organization has procedures to initiate technical assistance to LEAs. MARK (✓) ONE OF THE FOLLOWING: ( ) EXEMPLARY (worthy of dissemination) ( ) MEETS NEEDS (little need for improvement) ( ) MEETS NEEDS (great need for improvement) ( ) FAILS TO MEET NEEDS ( ) DOES NOT EXIST (needed) ( ) NOT APPLICABLE	
5. The SEA Title I Organization reviews the draft application form and instructions with representative LEAs. MARK (✓) ONE OF THE FOLLOWING: ( ) EXEMPLARY (worthy of dissemination) ( ) MEETS NEEDS (little need for improvement) ( ) MEETS NEEDS (great need for improvement) ( ) FAILS TO MEET NEEDS ( ) DOES NOT EXIST (needed) ( ) NOT APPLICABLE	

TECHNICAL ASSISTANCE (cont'd.)

CRITERIA/RATING	COMMENTS

6. The SEA Title I Organization has technical assistance procedures and/or remedies for initially unapprovable LEA applications.

MARK (✓) ONE OF THE FOLLOWING:

( ) EXEMPLARY (worthy of dissemination)
( ) MEETS NEEDS (little need for improvement)
( ) MEETS NEEDS (great need for improvement)
( ) FAILS TO MEET NEEDS
( ) DOES NOT EXIST (needed)
( ) NOT APPLICABLE

7. The SEA Title I Organization provides technical assistance to LEAs.

Technical assistance to LEAs includes (rate each item):

YES NEED FOR IMPROVEMENT LITTLE	YES NEED FOR IMPROVEMENT GREAT	NO DOES NOT EXIST	
( )	( )	( )	fiscal management - all areas
( )	( )	( )	Title I district eligibility
( )	( )	( )	Title I school eligibility
( )	( )	( )	project school identification
( )	( )	( )	parental involvement
( )	( )	( )	non-public school participation
( )	( )	( )	local neglected and delinquent
( )	( )	( )	comparability
( )	( )	( )	needs assessment
( )	( )	( )	Title I participant eligibility
( )	( )	( )	interpretation of and compliance with regulations and guidelines
( )	( )	( )	cooperative projects
( )	( )	( )	cultural and language awareness for populations being served
( )	( )	( )	resource identification/coordination/utilization
( )	( )	( )	performance objectives
( )	( )	( )	evaluation
( )	( )	( )	project design - quality
( )	( )	( )	program management/administration
( )	( )	( )	dissemination
( )	( )	( )	processing of information requests
( )	( )	( )	complaints
( )	( )	( )	LEA application preparation

MARK (✓) ONE OF THE FOLLOWING:

( ) EXEMPLARY (worthy of dissemination)
( ) MEETS NEEDS (little need for improvement)
( ) MEETS NEEDS (great need for improvement)
( ) FAILS TO MEET NEEDS
( ) DOES NOT EXIST (needed)
( ) NOT APPLICABLE

LEGISLATION

CRITERIA/RATING	COMMENTS
1. The State Education Agency exercises its capability to facilitate or influence future Compensatory Education legislation. MARK (✓) ONE OF THE FOLLOWING: ( ) EXEMPLARY (worthy of dissemination) ( ) MEETS NEEDS (little need for improvement) ( ) MEETS NEEDS (great need for improvement) ( ) FAILS TO MEET NEEDS ( ) DOES NOT EXIST (needed) ( ) NOT APPLICABLE	
2. The State Education Agency assigns staff to research, maintain and coordinate with its Title I Organization current U. S. Office of Education regulations and guidelines. MARK (✓) ONE OF THE FOLLOWING: ( ) EXEMPLARY (worthy of dissemination) ( ) MEETS NEEDS (little need for improvement) ( ) MEETS NEEDS (great need for improvement) ( ) FAILS TO MEET NEEDS ( ) DOES NOT EXIST (needed) ( ) NOT APPLICABLE	
3. The SEA Title I Organization reviews and interprets Federal Laws, regulations and guidelines as they relate to or affect State legislation and Title I program design. MARK (✓) ONE OF THE FOLLOWING: ( ) EXEMPLARY (worthy of dissemination) ( ) MEETS NEEDS (little need for improvement) ( ) MEETS NEEDS (great need for improvement) ( ) FAILS TO MEET NEEDS ( ) DOES NOT EXIST (needed) ( ) NOT APPLICABLE	
4. The SEA Title I Organization reviews and interprets Federal regulations and guidelines in collaboration with U. S. Office of Education so that consistent interpretations are maintained. MARK (✓) ONE OF THE FOLLOWING: ( ) EXEMPLARY (worthy of dissemination) ( ) MEETS NEEDS (little need for improvement) ( ) MEETS NEEDS (great need for improvement) ( ) FAILS TO MEET NEEDS ( ) DOES NOT EXIST (needed) ( ) NOT APPLICABLE	

RATING SCALE DEFINITIONS

Please rate each criterion statement using the primary and where applicable the secondary rating scale described below:

PRIMARY RATING SCALE

Mark (✓) One Of The Following:

( )	Exemplary (worthy of dissemination)	( )	Fails to Meet Needs
( )	Meets Needs (little need for improvement)	( )	Does Not Exist (needed)
( )	Meets Needs (great need for improvement)	( )	Not Applicable

EXEMPLARY (worthy of dissemination) - this rating should be used when the existing practice staisfies the requirement implied in the criterion statement in every aspect and other's might benefit from its use if it were in proper form for dissemination.

MEETS NEEDS (little need for improvement) - this rating should be used when the existing practice satisfies the requirements implied in the criterion statement to the degree that needs are being met and there is little need to improve what currently exists.

MEETS NEEDS (great need for improvement) - this rating should be used when the existing practice satisfies the requirements implied in the criterion statement to the degree that minimal needs are met, but there is a great need to improve what currently exists.

FAILS TO MEET NEEDS - this rating should be used when the existing practice fails to meet enough of the requirements implied in the criterion statement to satisfy even minimal needs.

DOES NOT EXIST (needed) - this rating should be used when a criterion is applicable but no efforts to satisfy its requirements are currently in operation or being planned.

NOT APPLICABLE - this rating should be used when, due to characteristics, the criterion referenced is not appropriate and consequently no practice exists to satisfy it.

SECONDARY RATING SCALE

A secondary rating scale which lists specific criterion components has been included in certain criteria statements for better understanding and more effective rater response to the primary scale. It is designed to enable rating of criteria components in terms of both their existence as well as priority for improvement and is explained as follows:

Yes		No
Need for Improvement		Does Not Exist
Little	Great	
( )	( )	( )

NEED FOR IMPROVEMENT/LITTLE - this rating should be used when the practice includes or addresses the individual component referenced to the degree that needs are met and there is little, if any, need to improve what currently exists.

NEED FOR IMPROVEMENT/GREAT - this rating should be used when the practice includes or addresses the individual component referenced to the degree that needs are met but there is a great need to improve what currently exists.

DOES NOT EXIST - this rating should be used when an individual criterion component is applicable but no efforts to satisfy its requirements are currently being undertaken.